

CITY OF BELMONT

BUILDING INSPECTOR/PERMIT TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform building, plumbing, electrical and mechanical inspections for the city to enforce all applicable laws and codes; to perform plan checks on residential, commercial and industrial buildings; to issue building permits; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Building Official.

ESSENTIAL FUNCTION STATEMENTS - - *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform building inspections of existing and new structures for all local and state building requirements; investigate code related citizen complaints and building code violations.
2. Review plans and specifications for minor building permits; discuss code and project related questions; provide guidance to citizens; address and resolve concerns and complaints.
3. Meet with architects, engineers, contractors and homeowners to resolve various City requirements and code related issues.
4. Check building sites to ensure proper building permits have been obtained for the work being done; issue permits; follow City procedures to correct violations.
5. Verify code violations; confer with and recommend action to the Building Official if corrections are not made; prepare case records for presentation to the City Attorney's office if prosecution becomes necessary.
6. Issue certificates of occupancy after approving structures and installations, conduct a final inspection of completed work.
7. Prepare plans for permit issuance; compose letters responding to customer inquiries and complaints.
8. Maintain accurate manual and computerized records of all inspections; enter data into computer for inspection and plan check tracking.
9. Inspect structures for determination of substandard, unsafe conditions or health hazards.
10. Coordinate duties with related City, County or State Departments or agencies.

Marginal Functions:

1. Stay abreast of new materials and methods of building construction; maintain a current thorough and working knowledge of relevant building codes and standards.
2. Perform related duties and responsibilities as required.

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Building Inspector/Permit Technician (*continued*)

QUALIFICATIONS

Knowledge of:

Applicable provisions of all local, State and Federal codes, laws and ordinances including Uniform Building Code, National Electric Code, Uniform Plumbing Code, and Uniform Mechanical Code. Building construction methods, materials, tools and equipment for residential, commercial and industrial structures.

Accepted safety standards and methods of building instruction.

Principles, methods and techniques of building inspection.

Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet application.

Principles and procedures of record keeping.

Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Enforce codes, ordinances and approval conditions applicable to building construction and alteration.

Perform building, plumbing, electrical and mechanical inspections to ensure compliance with codes and regulations.

Issue building permits.

Read and interpret plans, specifications and blueprints.

Detect poor workmanship, inferior materials, hazards and deviation from plans.

Provide guidance and advice regarding construction and zoning requirements to builders, architects, engineers, contractors and others.

Respond to requests and inquiries from the general public.

Compose letters regarding various code issues and complaints.

Maintain accurate records and files.

Operate office equipment including computers and supporting software applications.

Operate motorized vehicles.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible building inspection experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in carpentry, electrical, plumbing, HVAC trades, or a related field.

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Building Inspector/Permit Technician (*continued*)

License or Certificate:

Possession of a valid ICBO Permit Technician certificate.

Ability to obtain a valid ICBO Building Inspector certificate within 12 months of hire.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens, inclement weather conditions; work or inspect in confined spaces; work around heavy construction equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicle.